

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☒ Amendment to Existing Contract: 600-09-003 Amendment Number: 3

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Kirk Switzer	44	916-651-2939	9/29/09

Contractor's Legal Name	Federal ID Number
Tetra Tech, Inc.	95-4148514

Title of Project
Tech Assist for the Alternative & Renewable Fuel & Vehicle Technology Prog

Term	Start Date	End Date	Amount
New/Original Contract	9 / 22 / 09	6 / 30 / 11	\$ 400,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
3	3/31/13	\$0.00

Business Meeting Information			
Proposed Business Meeting Date	4/20/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Jim McKinney	Time Needed:	minutes

Agenda Item Subject and Description
Possible contract amendment to (1) extend the term from 6/30/11 to 3/31/13, and (2) amend Exhibit D (Special Terms and Conditions), Section 3(C) to require that subcontract agreements include conflict-of-interest provisions. There is no change to the total cost of the contract.

<b>Business Meeting approval is not required for the following types of contracts:</b> <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k ( <i>Policy Committee's signature is also required</i> )
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
The purpose of this work authorization contract is to provide engineering and technical support services for the Alternative and Renewable Fuel and Vehicle Technology Program (Program). Contractor support includes (1) evaluating the engineering and technical merit of project proposals submitted for possible funding under the Program; (2) troubleshooting and proposing solutions to problems that arise in the development of projects approved for funding under the Program; (3) implementing solutions to such problems; (4) evaluating projects that have the potential to receive future Program funding, and that could develop and deploy innovative fuel and vehicle technologies; (5) evaluating the localized health (air contaminant) impacts of projects proposed for funding under the Program; and (6) conducting other analyses and preparing other technical and environmental reports to support the evaluation of proposals submitted for funding under the Program. Extending the contract term and including the corresponding labor rates through this amendment will allow the Energy Commission to use approximately \$310,000 of uncommitted contract capacity on future work authorizations beyond the current term. Exhibit D (Special Terms and Conditions), Section 3(C) of the contract will also be amended to require that subcontract agreements include conflict-of-interest provisions.

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION

**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2☐ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because \_\_\_\_\_.

2. If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)☐ Statutory Exemption. List PRC and/or CCR section number: \_\_\_\_\_☐ Categorical Exemption. List CCR section number: \_\_\_\_\_☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$ 0		TOTAL:	\$ 0		TOTAL: \$ 0			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Cristina Wilson	Name:	Eddy Huang
Address:	Tetra Tech, Inc. 3475 E. Foothill Blvd.	Address:	Tetra Tech, Inc. 3475 E. Foothill Blvd.
City, State, Zip:	Pasadena, CA 91107	City, State, Zip:	Pasadena, CA 91107
Phone/ Fax:	(626) 470-2311/(626) 470-2111	Phone/ Fax:	(626) 470-2417/(626) 470-2617
E-Mail:	cristina.wilson@tetrattech.com	E-Mail:	eddy.huang@tetrattech.com

**Contractor Is**☒ Private Company (including non-profits)☐ CA State Agency (including UC and CSU)☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)**Selection Process Used**☐ Solicitation

Select Solicitation Type \_\_\_\_\_

Solicitation #: - -

☐ Non Competitive Bid (Attach CEC 96)☒ Exempt

Select Exemption (see instructions)

**Civil Service Considerations**☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



- ☐ The Services Contracted:
- ☐ are not available within civil service
  - ☐ cannot be performed satisfactorily by civil service employees
  - ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☐ The Services are of such an:
- ☐ urgent
  - ☐ temporary, or
  - ☐ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

**Justification:****Payment Method**

- ☐ A. Reimbursement in arrears based on:
- ☐ Itemized Monthly      ☐ Itemized Quarterly      ☐ Flat Rate      ☐ One-time
- ☐ B. Advanced Payment
- ☐ C. Other, explain:

**Retention**

1. Is contract subject to retention? ☐ No ☐ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

**Justification of Rates**

Rates for Tetra Tech and TIAX were escalated by 5% each year to cover the extended contract term. This escalation is consistent with the annual escalation applied by these suppliers in the original contract.

**Disabled Veteran Business Enterprise Program (DVBE)**

1. ☐ Not Applicable
2. ☐ Meets DVBE Requirements      DVBE Amount:\$ \_\_\_\_\_ DVBE %: \_\_\_\_\_
- ☐ Contractor is Certified DVBE
  - ☐ Contractor is Subcontracting with a DVBE: \_\_\_\_\_
3. ☐ Requesting DVBE Exemption (attach CEC 95)

**Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?**

- If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

**Is Contractor subcontracting any services?**

- ☐ No ☒ Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
- |   |  |  |                             |  |
|---|--|--|-----------------------------|--|
| (1) TIAX, LLC                                       | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB            | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE            |
| (2) Chambers Group                                  | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> SB | <input type="checkbox"/> MB | <input checked="" type="checkbox"/> DVBE |
| (3) St. Croix Research and (4) Burnett and Burnette | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB            | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE            |

**Miscellaneous Contract Information**

1. Will there be Work Authorizations? ☐ No ☐ Yes
2. Will there be IT expenditures? ☐ No ☐ Yes
3. Is the Contractor providing confidential information? ☐ No ☐ Yes
4. Is the contractor going to purchase equipment? ☐ No ☐ Yes
5. Check frequency of progress reports
- ☐ Monthly    ☐ Quarterly    ☐ Other...
6. Will a final report be required? ☐ No ☐ Yes
7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☐ Yes

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION

**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached

\_\_\_\_\_  
Contract Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Office Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Deputy Director\_\_\_\_\_  
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.  
See Business Meeting Information Section.

\_\_\_\_\_  
Presiding Policy Committee\_\_\_\_\_  
Date\_\_\_\_\_  
Associate Policy Committee\_\_\_\_\_  
Date\_\_\_\_\_  
Executive Director\_\_\_\_\_  
Date